

**Summary of the  
NELAC Board of Directors/Committee Chairs Teleconference  
December 17, 1998**

The Board of Directors and Committee Chairs of the National Environmental Laboratory Accreditation Conference convened by teleconference on Thursday, December 17, 1998 at 1:30 p.m. The meeting was led by the Board chair, Dr. Ken Jackson. The action items are shown in Attachment A and the list of participants are shown in Attachment B.

**Approval of Minutes**

The minutes from the November teleconference were approved.

**Interim Meeting Planning, Schedules of Meetings, Reports from Committee Chairs**

Ms. Betsy Dutrow provided a detailed schedule of events and locations of the NELAC Interim meeting. She reviewed the “before and after” meetings to be held. The Accrediting Authority Roundtable will be held at 9:00 a.m. in the Old Georgetown Room on Monday with the Board/Committee Chairs meeting following at 10:00 a.m. in the Cartier/Tiffany Room. On Tuesday at 5:00 p.m. there will be a State Reception in the Cartier/Tiffany Room. On January 14, 1999 a meeting for potential accrediting authorities will be held at 1:30 p.m. in the Waterford/Lalique Room. Ms. Mourrain reported that a large number of reservations have been made for the meeting.

Each Committee Chair gave a brief overview of what their committee will be discussing at the Interim meeting.

The Board decided that the Program Policy and Structure Committee should handle the issue of Indian Nations and accreditation.

The Board/Committee Chairs teleconference will be continued on January 7, 1999 from 1:30 p.m. to 3:30 p.m.

**Action Items**  
**Board of Directors/Committee Chairs Teleconference**  
**December 17, 1998**

<b>No. of Items</b>	<b>Action</b>	<b>Status</b>
1.	Ms. Dutrow will send a schedule of the “Before and After” meetings to the Board members and the Committee Chairs.	Completed
2.	Ms. Dutrow will contact Todd Enis, RTI, about finding an “overflow” hotel in the area for the Interim Meeting.	Completed
3.	Ms. Jeanne Mourrain will contact Ted Coopwood regarding the responses to a questionnaire that was sent to Indian Nations.	On-going

**List of Participants**  
**Board of Directors/Committee Chairs Teleconference**  
**December 17, 1998**

<b>Name</b>	<b>Affiliation</b>	<b>Telephone Numbers</b>
Dr. Ken Jackson Chair	NY Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 E-mail: jackson@wadsworth.org
Dr. Jim Pearson Chair-elect	Virginia Div. of Consolidate Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 E-mail: jpearson@dgs.state.va.us
Ms. Carol Batterton Past-Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 E-mail: cbattert@tnrcc.state.tx.us
Dr. Charles Hartwig (Senior Advisor to the Board)	FL Dept. of Health	Tel: 904-791-1150 Fax: 904-791-1567 E-mail: charles_hartwig@doh.state.fl.us
Dr. Charles Brokopp	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 E-mail: cbrokopp@state.ut.us
Dr. Ron Cada	CO Dept. of Health	Tel: 303-692-3096 Fax: 303-344-9989 E-mail: ron.cada@state.co.us
Ms. Betsy Dutrow Executive Secretary	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 E-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 E-mail: finazzo.barbara@epamail.epa.gov
Dr. Gary King	Dept. of Energy	Tel: 202-586-0534 Fax: 202-586-5547 E-mail: gary.king@em.doe.gov
Ms. Silky Labie	FL Depart. of Environmental Protection	Tel: 904-488-2796 Fax: 904-922-4614 E-mail: labie_s@dep.state.fl.us
Ms. Jeanne Mourrain Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 E-mail: mourrain.jeanne@epamail.epa.gov
Mr. John Anderson, Accrediting Authority	IL EPA	Tel: 217-782-6455 Fax: 217-524-0944 E-mail: janderson@epa.state.il.us

Ms. Pauline Bouchard Program Policy and Structure (Absent)	MN Dept. of Health	Tel: 612-215-0710 Fax: 612-215-0979 E-mail: pauline.bouchard@health.state.mn.us
Dr. Marcia Davies Program Policy and Structure	DOD	Tel: 402-697-2555 Fax: 402-697-2595 E-mail: marcia.c.davies@usace.army.mil
Mr. Steve Baker On-site Assessment	AZ Dept. of Health	Tel: 602-255-3454 Fax: 602-255-3462 E-mail: sbaker@hs.state.az.us
Dr. Carl Kircher Regulatory Coordination	FL DOH, Office of Lab Services	Tel: 904-791-1574 Fax: 904-791-1591 E-mail: carl_kircher@doh.state.fl.us
Mr. Joe Slayton Quality Systems	U.S. EPA, Region 3	Tel: 410-573-2563 Fax: 410-573-2702 E-mail: slayton.joe@epamail.epa.gov
Ms. Marge Prevost Accreditation Process	NY State Department of Health	Tel: 518-485-5570 Fax: 518-485-5568 E-mail: mmp03@health.state.ny.us
Ms. Anne Rhyne Proficiency Testing	TNRCC	Tel: 512-239-1291 Fax: 512-239-2550 E-mail: arhyne@tnrcc.state.tx.us
Dr. Irene Ronning Membership & Outreach	OR Health Division/Public Health Laboratories	Tel: 503-229-5505 Fax: 503-229-5682 E-mail: irene.e.ronning@state.or.us
Mr. Mathew Caruso National Database Ad Hoc	NY State Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 E-mail: caruso@wadsworth.org
Dr. Bart Simmons Field Measurements Ad Hoc	CA EPA	Tel: 510-540-2408 Fax: 510-540-2305 E-mail: bsimmons@ix.netcom.com
Ms. Marion Thompson Conference Management (Absent)	USEPA, OW	Tel: 202-260-7117 Fax: 202-260-7185 E-mail: tompson.marion@epamail.epa.gov
Ms. Nancy Wentworth Absent	USEPA, ORD	Tel: 202-564-6830 Fax: 202-565-2441 E-mail: wentworth.nancy@epamail.epa.gov
Bruce Harvey for Dr. Gene Tatsch Contractor	RTI	Tel: 919-541-6930 Fax: 919-541-7215 E-mail: cet@rti.org
Ms. Carolyn Cross Recorder	USEPA, ORD	Tel: 919-541-3151 Fax: 919-541-4261 E-mail: cross.carolyn@epamail.epa.gov